

SUBDIVISION DESIGN REVIEW APPLICATION INFORMATION

Alton Planning Board
P.O. Box 659
Alton, NH 03809

Tel. (603) 875-2162
Fax (603) 875-2163

No excavation or timber cutting may be undertaken until all state and local permits required for the construction of the site have been obtained. Copies of all state and local permits must be provided to the Planning Department.

In addition to the checklist requirements, an application must include the following at the time of submission:

- Required application fees. These fees are non-refundable unless approved by the Alton Planning Board.
- Application Fee Schedule form filled out completely. Please do not include Recording Fees at time of application submission. Recording fees will be collected if application is approved.
- Abutters list including all abutters, owners, holders of any easements and agents involved in the application per RSA 676:4, I(d). Abutters can be verified at the Assessing Department and Tax Collector's Office. Map and lot numbers must be included for each abutter. The Planning Department staff is not responsible to verify abutter information.
- Plan sets are to be no larger than 22"x 34". Full plan sets are to be folded; rolled plans will not be accepted.
- If the property is in Current Use, the status of the property before and after the subdivision shall be indicated on the plan.
- One 11"x17" reduced copy of the complete plan set and five (5) plan sets 22" x 34".
- The application must include a separate narrative for the project proposal.
- One addressed No 10 business envelope for each individual abutter/owner/agent/etc. **DO NOT PUT RETURN ADDRESS ON ENVELOPE.**

The Subdivision Application Information on this page is outlined as a Subdivision Application Checklist on the following page.

If you have any questions please feel free to contact the Planning Department at 875-2162.

Subdivision Design Review Application Checklist

Items Needed at time of Application

This Subdivision In-House Application Checklist outlines the Subdivision Application Information provided on the previous page.

<u>Item</u>	<u>Required</u>	<u>Received</u>	<u>Needed</u>
1. Completed and signed application form	X		
2. Fee schedule and check (Made payable to Town of Alton)	X		
3. Abutters list including all abutters, owners, holders of any easements and agents involved in the application (double spaced)	X		
4. Plan sets no larger than 22"X34" (Folded, not rolled) five (5) large; one (1) 11"X17" (Stamped by licensed engineer)	X		
5. If Current Use, indicate status of the property before and after the subdivision indicated on plans	X		
6. Separate narrative for the project proposal.	X		
7. No. 10 business envelopes with abutters' mailing information already complete.(DO NOT PUT RETURN ADDRESS) (1 extra envelope for each applicant/agent/etc. to receive a Notice of Decision)	X		
8. Brief explanation of each waiver requested.	X		
9. Agent authorization signed by the property owner.	X		

Subdivision
DESIGN REVIEW APPLICATION FORM

PLANNING BOARD
ALTON, NEW HAMPSHIRE

DATE REC'D _____

CASE # _____

APPLICANT OR AGENT OF OWNER (If different than property owner)

NAME: _____

ADDRESS: _____

TELEPHONE: _____

PROPERTY OWNER OF RECORD:

NAME: _____

ADDRESS: _____

TELEPHONE: _____

STREET LOCATION OF SITE: _____

TAX MAP _____ LOT _____ ZONING OF PARCEL _____

NUMBER OF LOTS _____

FRONTAGE ON WHAT ROAD(S); INCLUDE NEW ROAD NAME IF APPLICABLE:

WATER: MUNICIPAL _____ OR WELL _____

SPECIAL EXCEPTION OR VARIANCE GRANTED BY THE ZBA: YES _____ NO _____
IF YES, PROVIDE THE APPLICABLE DATE(S) _____

DATE OF CONCEPTUAL CONSULTATION, IF ONE: _____

TYPE OF APPLICATION BEING REVIEWED: Minor Subdivision ☐ Major Subdivision ☐

I/We consent to allow the Planning Board or its representative to make on site inspection(s) of my/our property as deemed necessary for the evaluation of my Design Review application.

I/WE understand all information required by regulations must be supplied; noncompliance is grounds for denial. RSA 676:4

I/WE understand it is incumbent upon the applicant to reapply for proper classification, if the business grows, for full Site Plan Review as applicable.

Signature of Applicant or Agent authorized by Owner: (Authorization Letter Attached)

_____ Date: _____

_____ Date: _____

Signature of Property Owner:

_____ Date: _____

_____ Date: _____

**Subdivision
Design Review Application
PLANNING BOARD
Alton, NH**

APPLICATION FEE SCHEDULE

Received From: _____

Date: _____

Case # _____

Tax Map _____ Lot # _____

Application Fees for Planning Board-Design Review Application

Subdivision: \$150 per lot, including existing lot \$ _____
Lot Line Adjustment: \$75 \$ _____

Abutter Fee: \$6 per abutter and designer; # of notices	\$ _____
Notice of Decision Fee for Owner: \$1.00	\$ _____
Newspaper Notification Fee: \$75.00	\$ _____
Fee for notifying NHDES Dam Bureau if subdivision is within 500 feet of a body of water: \$2.00	\$ _____
Admin. Fee for Legal Review if required \$350.00	\$ _____
TOTAL	\$ _____